



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

September 19, 2008

Dear Public School Academy Administrator:

In an effort to begin the state aid payment year with the most accurate payment possible, the Department is requesting that Public School Academies report a preliminary Pupil Membership Count. The October 2008 state aid payment will be based upon the number of pupils reported as described below. The Pupil Membership Count Day for the 2008-2009 school year is **Wednesday, September 24, 2008**. PSA Administrators are asked to report to the Department a *simple headcount* of the pupils enrolled and in attendance on September 24, 2008 by October 1, 2008. The form is to be completed electronically, then printed and signed. The signed certification copy is to be **faxed** to 517-241-0196. Also, please submit a copy of this form to your respective ISD pupil accounting auditor, one copy to your authorizing agency and/or your management company. This headcount will be used as explained below, until such time that the SRSD information becomes available.

This is in addition to the required reporting of data for each pupil in the Single Record Student Database (SRSD) files. Please remember that the SRSD data **must be** submitted to the Intermediate School District (ISD) no later than October 29, 2008.

The report form is available at:

[http://www.surveymonkey.com/s.aspx?sm=qShBQxv9VTPKXLangckshQ\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=qShBQxv9VTPKXLangckshQ_3d_3d)

When completing the form on-line, be sure to:

- ✓ Indicate your district in the drop-down menu located on the top of the survey.
- ✓ Complete each applicable section by entering the information in the text box directly beneath the descriptive paragraph. Instructions for each section are located below.
- ✓ Print the screen **BEFORE** clicking submit. Once submit is selected, the entered text is cleared. Sign and fax one copy of the printed form to 517-241-0196. Also, send one copy to the intermediate school district pupil accounting auditor and another copy to your authorizing agency and/or management company

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**Box A – Report the total number of pupils enrolled and in attendance at the Academy on Wednesday, September 24 2008.** Public School Academies that have been in operation for at least two years will have a blended pupil membership count based on 75% of the September 2008 count in Box A and 25% of the supplemental count from February 2008. For new academies and academies that are in the second year of operation, the blended membership count is based upon 50% of the FTE count for September 2008 and an estimated 50% from the FTE count for February 2009. The headcount from Box A will be used as the estimate for the September 2008 and February 2009 counts until the actual counts are received through the SRSD submissions.

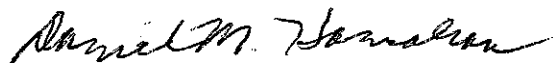
**Box B – Report any new grade level offered for the first time in 2008-2009.** New grade levels are blended at 50% of the September 2008 pupil FTE count and 50% of the February 2009 supplemental pupil FTE count. Public School Academies reporting FTE counts for the very first time should not report anything in Boxes B and C as all grade levels are new for such an academy.

**Box C – Report the total number of pupils counted in Box A who are enrolled in a new grade level reported in Box B.** Indicate the number of pupils enrolled in grade levels that were not offered in 2007-2008. Pupils in these new grade levels will be blended using 50% of the September 2008 count and 50% of the February 2009 count.

**Box D – If your district is a new Public School Academy in 2008-2009 and was authorized by a public school district, report the total number of pupils counted in Box A that were counted by the authorizing district in February 2008.** This information is required by the State School Aid Act and is deducted from the authorizing district's FTE count for February 2008.

Questions concerning this form may be directed to Joellen Wonsey, Office of State Aid and School Finance, at 517-373-3352. Thank you for your cooperation.

Sincerely,



Daniel M. Hanrahan, Director  
Office of State Aid and School Finance

cc: Intermediate School Districts  
Authorizing Agents  
Joellen Wonsey